

# TOWN OF VOLUNTOWN SERVICES HOLD HARMLESS AGREEMENT POLICY

## I. Purpose

This policy establishes guidelines for use by the Town of Voluntown, its departments, boards, commissions, appointed and elected officials and employees, of the Town of Voluntown Services Hold Harmless Agreement document and requirements (see attached)

The intended purpose behind establishing the Services Hold Harmless Agreement Policy is to ensure that the Town of Voluntown is receiving insurance information (when applicable) and/or a hold harmless agreement from every individual, business, and nonprofit who performs services for the Town, and any individual or business who is hosting event on Town property, or selling or providing food at Town sponsored event or on Town property. This information is required to protect the Town in the case of an event that could lead to litigation.

The term 'Vendor' in the 'Services Agreement' (see attached) means any individual or business who is performing a service for the Town, as well as any business or individual who is selling or providing food or goods at an event.

Certificate of Insurance is referred to as COI in this policy.

## II. General Policy

A. Every individual, business, and nonprofit who is contracted or who volunteers to perform a service for the Town, must fill out and return a Town of Voluntown Services Hold Harmless Agreement. All businesses must provide a COI naming the Town of Voluntown as Additionally Insured. An individual's and nonprofit's insurance may be waived at the discretion of the First Selectman.

B. Every individual, business and nonprofit who is using Town owned property to host an event is required to fill out and return a Town of Voluntown Hold Harmless Agreement. All businesses must provide a COI naming the Town of Voluntown as Additionally Insured. An individual's and nonprofit's insurance may be waived at the discretion of the First Selectman.

C. Every individual, business, and nonprofit who is selling or providing goods, including consumable goods, at a special event that is held on Town property, or that is sponsored by a town department, board, commission, appointed or elected official or employee, is required to fill out and return a Town of Voluntown Services Hold Harmless Agreement. All businesses must provide a COI naming the Town of Voluntown as Additionally Insured. An individual or nonprofit who is selling or providing consumable goods or personal care products must provide a COI naming the Town of

Voluntown as additionally insured. Individual or nonprofit insurance may be waived by the First Selectman.

D. If an individual, business or nonprofit is selling goods that can be deemed a liability to the Town, insurance requirements will not be waived.

D. It is the responsibility of the department, board, commission, appointed or elected official, or employee of the Town who is overseeing the service, or hosting or sponsoring the event to make sure all Town of Voluntown Services Hold Harmless Agreements and COIs are turned into the Selectmen's Office at least 10 days prior to the scheduled event or service date.

E. Completed Town of Voluntown Services Hold Harmless Agreements and COIs may be handed in, mailed, or emailed to the Selectmen's Office where Town of Voluntown Services Hold Harmless Agreements will be reviewed, and if approved, signed by the First Selectman.

F. When Town of Voluntown Services Hold Harmless Agreements are used for town sponsored special events, a contact person in charge of the event must be named to the Selectmen's Office. This contact person will be notified when Town of Voluntown Services Hold Harmless Agreements and COIs are completed and approved.

G. All Town of Voluntown Services Hold Harmless Agreements and COIs will be kept on file by the Selectmen's Office for one year. Blanket COIs will be valid for one year.

H. If a Vendor has a valid blanket COI on file, there is no need for this Vendor to fill out turn in a new COI, or fill out another Town of Voluntown Hold Harmless Agreement for a different event. It is up to the event contact person to confirm with the Selectmen's Office that the Vendor does in fact have a valid blanket COI on file.